



## Paying a purchase invoice

### 1. Choose → **Purchases** → **Open purchase invoices**

The screenshot shows the Netvisor navigation menu. The 'Purchases' tab is highlighted with a red box. Below it, the 'Open purchase invoices' option is also highlighted with a red box. The menu includes sections for Vendors, Purchase invoices, Payments, and Settings.

### 2. Choose the invoice you want to handle and click on **Handle 1 invoices**.

The screenshot shows the 'Open purchase invoices' screen. At the top, there are tabs for 'Open purchase invoices', 'Purchase invoice list', 'Automatic handling of purchase invoices', 'Circulation lists of purchase invoices', 'Communication settings', and 'Substitution management'. Below the tabs, there are summary statistics: 'Total of overdue payments: 0pcs / 0,00€', 'Total of payments falling due: 1pcs / 3 098,76€', and 'Total of cash discounts falling due: 0pcs / 0,00€'. A table lists the invoices, with the first row selected (checked). The table columns are: Invoice number, Vendor, Entry date, Due date, Sum €, Invoice status, Approval status, Main factual verifier, Factual verifiers, Approver, Posted, and Voucher number. Below the table, there are buttons for 'Handle 1 invoices', 'Export to payment 0pcs / 0€', 'Re-export to payment 0pcs / 0€', 'Handle 0 rejected', and 'Re-invoice 1pcs'. The 'Handle 1 invoices' button is highlighted with a red box.



## Netvisor: Paying a Purchase Invoice

Updated 28.3.2023

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- In case you see an orange triangle in front of your bank account number, click on it  
→ **Confirm bank account**. Otherwise you can skip to the next step.

voice number: !	Invoice date: 27.3.2023	Entry date: 27.3.2023	Sum: 3 098,76 €	Our reference:	Your reference:	Term of payment: Due date ↻	Due date: 10.4.2023
Bank account: FI26 9920 2201 4127 84 ⚠							

- Next, check that all the information mentioned in the invoice is correct and appropriate.
- After doing that, open **Posting Rows** from the blue button.

Approval status: **New invoice** Posted: No Paid: 0,00 / 3 098,76 Approve invoice Purchase invoice functions

**Invoice image** Invoice image functions

Keskuskatu 14  
96100 Napalaakso  
VAT number: FI17458640

**Payment status:** Outstanding  
**Delay information:** Viivästyskorko 8,00%  
**Delay penalty interest:** 8,00 %  
**Payment terms:** 14 päivää netto  
**Due date:** 10.4.2023

Description	Product code	Quantity delivered	Vat excluded unit price and amount	Vat amount	Total
Basic safety	0001	1,00 kpl	2499,00 / kpl => 2499,00	599,76 (24,00 %)	3098,76

**Vat specification:**  
**Vat excluded:** 2499,00 euro  
**Vat:** 599,76 euro  
**Vat 24,00 % :** 599,76 euro (2499,00 euro)

**INVOICE TOTAL: 3098,76 euro**

**Virtual bank bar code:**  
42699202201412784003098760000000000441470030706230410

**Delivery address:** Nopsakuljetus  
Keskuskatu 14  
96100 Napalaakso  
**Delivery date:** 27.3.2023  
**Delivery method:** Viedään  
**Delivery terms:** Vapaasti toimittajalla

Rovalarm Opy Web address: http:// Home town: Napalaakso  
VAT number: FI38286411  
Ah:Rek  
EDI-code: 003738286411  
FI26 9920 2201 4127 84 / NETBF199

**Invoice rows 1pcs, 3 098,76 €** Invoice row comparison

**Posting rows 1pcs, 3 098,76 €**

- Post each line in the invoice to the correct accounts. Remember to **Save and approve**.

**Invoice rows 1pcs, 3 098,76 €** Invoice row comparison

**Posting rows 1pcs, 3 098,76 €** + Add row Perform single posting for invoice rows Copy from first line Perform for selected Save rows Save and approve

Item	Amount	à	Sum	VAT %	VAT ID	Row specification	Default accounts
Basic safety	1	2499,00	3 098,76	24	KOOS		
2 499,00 € / 3 098,76 €				Rows in total (excluding tax/including tax)			
3 098,76 €				Original sum of the invoice			
0,00 €				Difference			



7. Mark as approved.

The dialog box titled "Approval of purchase invoice" contains a text area for "Add comment:" and a checkbox labeled "Post invoice" which is checked. At the bottom right, there are two buttons: "Cancel" and "Mark as approved".

8. Press the button **Export to payment** in the top of the page.

The top navigation bar includes the "Approval status: Approved" and "Posted: Voucher 1 Paid: 0,00 / 50,00". The "Export to payment" button is highlighted with a red rectangle.

9. Click on **Yes**.

The dialog box titled "Export to payment" asks "Do you want to export all invoices being processed to payment?". It has two buttons at the bottom right: "Yes" and "No".



10. Click on **Continue to summary**.

Domestic and SEPA payments selected for payment 28.3.2023 Update payment date for selected

Invoice number	Payee	Account number	Reference number or message	Due date	Cash discount date	Payment date	Sum	With cash discount	Open	To be paid
42	Rovalarm Opy	FI26 9920 2201 4127 84	441470030706	10.4.2023		11.4.2023	3 098,76 €		3 098,76 €	3 098,76 €

☒ Only pay the fees of my own bank (SHA)

Select the account to be debited:

☒ Napapankki FI3099201801206620 999393,72  
Balance updated: 5.4.2022 7:48:03

To be paid: 3 098,76 EUR  
Total available funds: 999393,72

[Continue to summary](#)

[Cancel material creation](#)

11. Then click on **Send Payment material**.

Domestic and SEPA payments selected for payment

Invoice number	Payee	Reference number or message	Payment date	Open	To be paid
42	<a href="#">Rovalarm Opy</a>	441470030706	11.4.2023	3 098,76 €	3 098,76 €

To be paid: 3 098,76 EUR

From account: FI3099201801206620  
Total available funds: 999 393,72

[Send payment material](#)

[Return to instalment selection](#)

12. Lastly you get informed that the material is sent to the bank.

Sending of material

✓ **MATERIAL SENT TO BANK.**

If there are problems related to payments, contact Netvisor support. Material handling can be monitored via the bank and invoice traffic controller view.

**Bank transfers**

Payment account: Napapankki FI30 9920 1801 2066 20

Type	Created	Payee	To account	Reference/message	Instalment number	Status	Date of payment	Confirmations	Sum
Purchase invoice	28.03.2023	Rovalarm Opy	FI26 9920 2201 4127 84	44 14700 30706	2040	In handling	11.4.2023	1/1	3 098,76

Payment account balance: 999 393,72      Payment in total: 3 098,76

Payments in total: 3 098,76

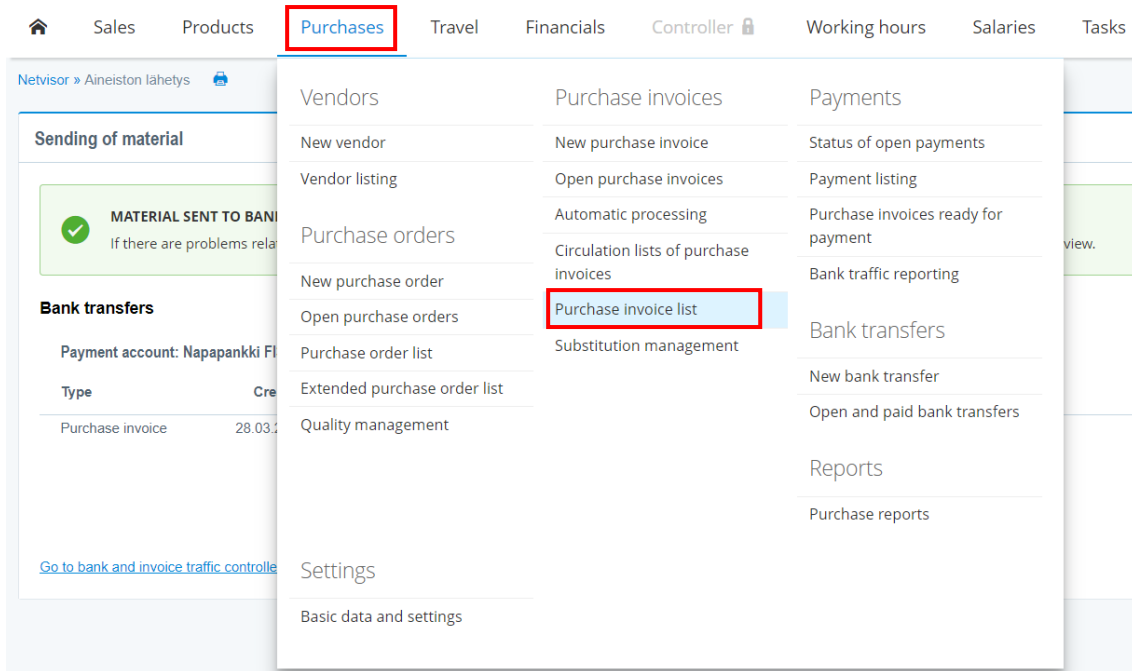
[Go to bank and invoice traffic controller view](#)

**Attention!**

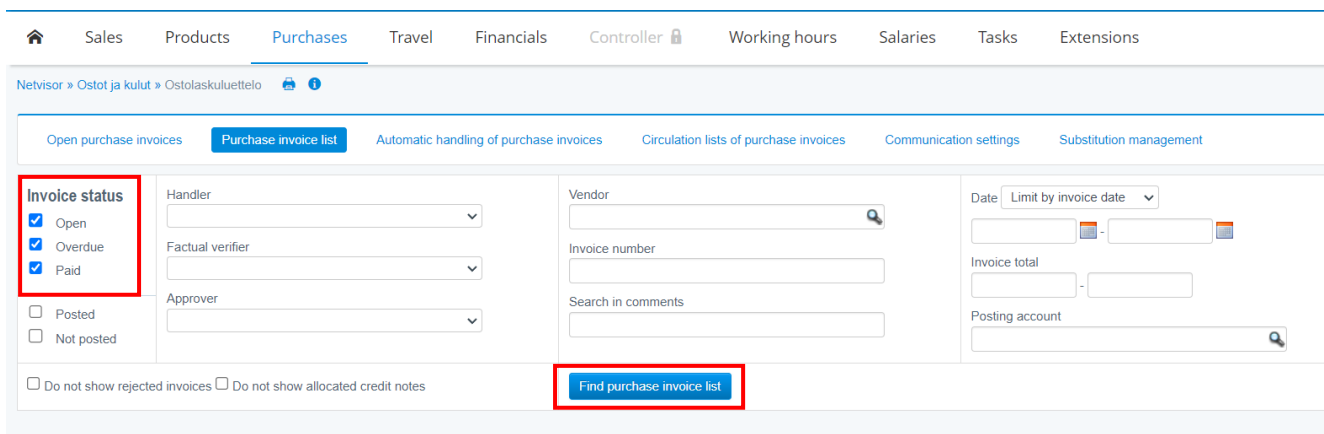
1. Sometimes even though you went through all these steps correctly, the money doesn't leave your account. That's why you should check and make sure that the money is actually sent to the other party. Here is one way you can fix this:



## 2. Go to **Purchases** → **Purchase invoice list**



## 3. Then make sure all the **Invoice statuses** are chosen → click **Find purchase invoice list**



## 4. You will see a list of different invoices. Look for your invoice. You can see, that the payment is in service. In case nothing changes in days, you can make the transfer manually. Click on **New**.

<input type="checkbox"/>	42	Royalalm Cpy	10.04.2023	3 098,76€	In payment service	Approved	Hallinto Napalaakson (28.3.2023)	Hallinto Napalaakson (28.3.2023)	Yes	1	New
Total				265 725,10							
Report total (51 pcs)				265 725,10							

Handle 0 invoices Re-invoice 0 invoices Clear selections



5. You will be seeing this view. Choose the correct account from which the money will be sent, correct the sending date and tick the box **"In payment service"**. After doing so, click on **Save and change to accounts payable view**.

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Breadcrumbs: [Ostoreskontranäkymä](#) :: Maksusuorituksen kirjaus

### Payment posting

Number	Vendor	Invoice date	Due date	Sum	Payments	Open
<a href="#">42</a>	Rovalarm Opy	27.3.2023	10.4.2023	3 098,76	0,00	3 098,76

**From account:** Napapankki FI3099201801206620 ▼

**Payment date:** 29.3.2023

**Sum:** 3 098,76

**In payment service:** ☒ Payment removes the invoice from "In payment service" -status

[Save and change to voucher](#) [Save and change to accounts payable view](#)

6. Now take the same route mentioned above to check if the invoice is paid.
7. You have succesfully paid off the invoice.

<input type="checkbox"/>	<a href="#">42</a>	<a href="#">Rovalarm Opy</a>	10.04.2023	3 098,76€	Paid	Approved	Hallinto Napalaakson (28.3.2023)		Hallinto Napalaakson (28.3.2023)	Yes	<a href="#">1</a>	<a href="#">View payments</a>
Total				265 725,10								
Report total (51 pcs)				265 725,10								

[Handle 0 invoices](#) [Re-invoice 0 invoices](#)